

State of Oklahoma
Request for Bid

GENERAL SUPPLIER INSTRUCTIONS
TERMS AND CONDITIONS

1. Sealed bids will be opened by the Purchasing Division at the Oklahoma State Treasurer's Office, 4545 N Lincoln Ste 106, Oklahoma City, Oklahoma, at the time and date shown on the front of the Invitation to Bid.
2. Bids received after the closing time will not be considered. Envelopes must contain only one bid, be sealed and name and address of bidder inserted in the upper left-hand corner. **REQUEST FOR BID # and CLOSING DATE MUST APPEAR IN THE LOWER LEFT-HAND CORNER ON THE FACE OF THE ENVELOPE.** The State reserves the right to reject any or all bids or parts of bids.
3. The contract may be bid and awarded on an ALL OR NONE basis, by item or groups of items, whichever is in the best interest of the State. Awards will be made to lowest and best bidder unless the bid specifies that Best Value criteria are being used.
4. The bid shall be in strict conformity with the instructions to bidders and shall be submitted on the approved form. Quotations must be typewritten or written in ink, and corrections must be initialed. Pencil bids will not be accepted.
5. Bidder guarantees unit price to be correct.
6. Purchases by the State of Oklahoma are not subjected to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.
7. Firm prices shall be bid F.O.B. destination and include packaging, handling, shipping, and delivery charges fully prepaid by the vendor.
8. In accordance with Title 74, Section 85.40, all travel expenses to be incurred by a vendor are to be included in the total amount of the contract bid on all Service Contracts.
9. The Vendor shall deliver merchandise as bid. Any deviation must be cleared with the Agency Buyer.
10. If you need clarification pertaining to this bid, please contact the Agency Buyer shown on front of the Invitation to Bid.
11. Oklahoma is an Energy Conservation State and we welcome any comments on your bid that would indicate energy savings.
12. Preference shall be given to suppliers of recycled paper products if the quality and grade requirements are met. Contract awards on recycled paper products will be made to the bidder whose paper contains the greater percentage of recoverable waste paper if grade, quality and price are otherwise equal.
13. Bids on reproduction equipment must state their compatibility requirements as they relate to the use of recycled paper.
14. Any manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid the **manufacturer's name and product number**. Bidder shall submit with his proposal, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids not in compliance with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.
15. The bid is submitted as a legal offer and any bid when accepted by the Oklahoma State Treasurer's Office constitutes a firm contract.
16. This form must be made out in the name of the bidder and must be fully and properly executed by an authorized person, signed in ink, and notarized with full knowledge and acceptance of all its provisions.
17. In accepting any contract with the State, the Vendor must agree to this **AUDIT CLAUSE** which provides that books, records, documents accounting procedures, practices or any other items of the service provider relevant to the contract are subject to examination by the Agency and the State Auditor and Inspector.